



FOR OFFICE USE ONLY

APPLICATION #: _____

DATE SUBMITTED: _____

SIGN / BANNER PERMIT APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS

- ____ Sign Permit application completed in full.
- ____ Building permit fee. *The fee is based on the valuation of the sign Application Fee.*
- ____ \$25 Plan Review Fee (unless in one of the special districts addressed below).
- ____ Supporting Information completed in full.
- ____ **For Freestanding Signs:** one (1) copy of the site plan and sign graphic including:
 - ____ Frontage - length of the property line along the larger roadway
 - ____ Location of proposed sign on site.
 - ____ Distance from the curb to the front edge of the proposed sign.
 - ____ Sign height and dimensions
- ____ **For Attached Signs:** One (1) copy of the sign graphics (of all proposed and existing signs) including:
 - ____ Sign dimensions of all attached signs
 - ____ Length of main entry façade of building

TYPE OF SIGN

☐ ATTACHED/WALL

☐ DEVELOPMENT SIGN

☐ FREESTANDING

NAME OF PROJECT _____

ADDRESS _____

LEGAL DESCRIPTION _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR ADDRESS: _____ PHONE: _____

ELECTRICIAN: _____

DESCRIPTION OF WORK: _____

VALUATION (Labor/Materials): \$ _____

SUPPORTING INFORMATION:

CURRENT ZONING _____

PRESENT USE OF PROPERTY _____

FREESTANDING SIGNS:

LENGTH OF FRONTAGE: _____

(length of the property line along the larger roadway.)

DISTANCE FROM THE CURB TO THE FRONT EDGE OF THE PROPOSED SIGN: _____

HEIGHT: _____

AREA: _____

(The area of a freestanding sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines that fully contain all extremities.)

ATTACHED SIGNS (including all banners):

LENGTH OF THE MAIN ENTRY FAÇADE OF THE BUILDING: _____

AREA OF PROPOSED SIGN: _____

AREA OF ALL EXISTING ATTACHED SIGNS: _____

(The area of an attached sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines which fully contain all extremities.) The allowed area of attached signage is equal to 2 square feet of area for every one linear foot of the main entry façade of the building or lease space, not to exceed 500 square feet in area.

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature of Owner, Agent or Applicant

Date

Official Use Only

Plans Examiner

Zoning Official

COMMENTS

YES or NO

COMMENTS: